



# Michigan Treasury Online (MTO) Optimization

## Learning Series 7: Other Pay Options

**NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.**

January 2016

Customer Friendly

Simplified Process

### What's New in MTO?

- Other Pay Options functionality

**Learning Series 7 edition on the Other Payment Options functionality.**

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## Other Pay Options Functionality:

**Other Pay Options Information** –Users who have the Manage Business Account user role or the File and Pay SUW returns user role will have access to the Other Payment Options menu.

- Within the Other Pay Options menu, you can complete the following transactions:
  1. Make a Payment
  2. Manage Payments
  3. Payment history

All three transactions can be completed by selecting one of the links in the Other Payment Options menu.



**MTO IMPROVEMENT:** A user is no longer required to enter and maintain a separate set of login credentials to access the pay site.

### Make a Payment

This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.

1. To enter the pay site and make a payment, select the “Pay Now” button.



If you wish to pay by check (and are not an accelerated filer), select the payment voucher displayed for the tax period you wish to make a payment for. If the filing period you would like to pay by check is not displayed, use the printable 2015 Sales, Use and Withholding Payment Voucher (Form 5094) link.

2. Enter the payment amounts by tax, select the payment type and payment period and select "Pay."

The screenshot shows the Michigan.gov 'Make a Payment' page. A modal window titled 'Would you like to make a payment?' is open, displaying the 'Payment Due' section. The modal contains the following information:

- Payment Due:**
  - Sales Payment: \$ 1,000.00
  - Use (Sales/Rentals) Payment: \$ 600.00
  - Use Purchases Payment: \$
  - Withholding Payment: \$ 400.00
  - Penalty Payment: \$
  - Interest Payment: \$
  - Total Payment: \$ 2,000.00
- Payment Type:** Monthly/Quarterly (dropdown menu)
- Payment Period:** January (dropdown menu), 2016 (dropdown menu)

At the bottom of the modal are 'CANCEL' and 'PAY' buttons. A red arrow with the number '2' points to the 'PAY' button.

3. Select "Continue" on the Leaving Michigan Treasury Online warning box.

The screenshot shows the Michigan.gov 'Make a Payment' page. A modal window titled 'Leaving Michigan Treasury Online' is open, displaying a warning message. The modal contains the following information:

- Warning:** If you continue, you will be being transferred to our payment center, powered by J.P. Morgan Chase.
- Instructions:** You must select "Continue" within 1 minute or you will time out and will not be routed to the payment center. Once this happens, you will have to select "Cancel" and re-enter your payment information.

At the bottom of the modal are 'CANCEL' and 'CONTINUE' buttons. A red arrow with the number '3' points to the 'CONTINUE' button.

4. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select “Continue.”

**Michigan**  
Powered by J.P. Morgan Chase

**THIS IS A TEST SITE**  
Transactions will NOT be processed.

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**Make a Payment - Sales, Use, Withholding Taxes**

**Bold fields with \* are required.**

To ensure proper payment, please verify the payment information below, before clicking Continue.

This payment may take up to two business days to show on your Sales, Use, Withholding account at the State of Michigan and may take up to three business days to appear on your bank or credit card statement.

If you are paying by eCheck the payment date must be at least the next business day.

**PAYMENT DETAILS**

Payment Amount\*: \$2,000.00

Payment Date\*: 01/06/2016

**PAYMENT METHOD**

New Account\*:

☒ eCheck ☐ Credit/Debit Card

**ECHECK ACCOUNT INFORMATION**

Bank Routing Number\*: 02111

Bank Account Number\*: XXXXXXXXXXXXXXX6789

Re-enter Bank Account Number\*: XXXXXXXXXXXXXXX6789

Bank Account Type\*: ☒ Checking ☐ Savings

Bank Account Category\*: ☐ Consumer ☒ Business

Save this account?: ☐ Yes ☒ No

Bank Account Nickname:

Credit and debit card payments will be charged a convenience fee (2.75% of the total payment for credit cards and a flat fee of \$3.95 for debit cards). The fee will be displayed on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged. This fee will appear as a separate transaction on your card statement and is paid directly to the payment processing vendor.

**4** [Continue](#) [Cancel](#)

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5. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the “I accept the Terms and Conditions” checkbox and “Confirm.”

**Michigan**  
Powered by J.P. Morgan Chase

**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

**Verify Payment - Sales, Use, Withholding Taxes**

**Bold fields with \* are required.**

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

**Duplicate Payment Warning**

To continue making another new payment, press Confirm.

If you do not want to make another new payment, press Cancel.

Our records show that on Jan-04-2016, you submitted a \$7,360.00 payment for Sales, Use, Withholding Taxes. Your payment date was: Jan-05-2016

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing Confirm.

**Your Payment Detail**

Payment Amount: \$2,000.00

Scheduled Payment Date: Jan-06-2016

Amount Due: \$2,000.00

**Your Account Detail**

Bank Routing Number: 02111

Bank Account Number: XXXXXXXXXXXXXXX6789

Bank Account Type: Checking

Bank Account Category: Business

E-mail Address\*: n2345u@yahoo.com

Send me an email confirmation: ☒

**Enter Last four digits of the FEIN or TR Number\*** \*\*\*\*\*

**Terms And Conditions**

**PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION**

By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.

In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

**PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS**

**I accept the Terms and Conditions\*** ☒

**5** [Confirm](#) [Cancel](#)

6. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click "Continue to the Main Menu."

**Michigan**  
Powered by J.P. M

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Transactions will NOT be processed.

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Manage Accounts  
Pending Payments  
Payment History

**CHASE**

**Payment Confirmation - Sales, Use, Withholding Taxes**

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.  
To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: XF48US000002340  
Confirmation Date (ET): Jan-04-2016 09:03:51 PM

**Your Payment Detail**

Payment Amount: \$2,000.00  
Scheduled Payment Date: Jan-06-2016  
Amount Due: \$2,000.00

**Your Account Detail**

Bank Routing Number: 02111  
Bank Account Number: XXXXXXXXXXXXX6789  
Bank Account Type: Checking  
Bank Account Category: Business

E-mail Address \*: j1234blu@yahoo.com

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

**6** [Continue to Main Menu](#)

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7. You have now been routed back to the pay site main menu.

**Michigan**  
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Transactions will NOT be processed.

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**CHASE**

**Main Menu**

[Manage Accounts](#) Add, Edit and Delete your accounts.  
[Pending Payments](#) View, Edit and Delete your pending payments.  
[Payment History](#) View your payment history.

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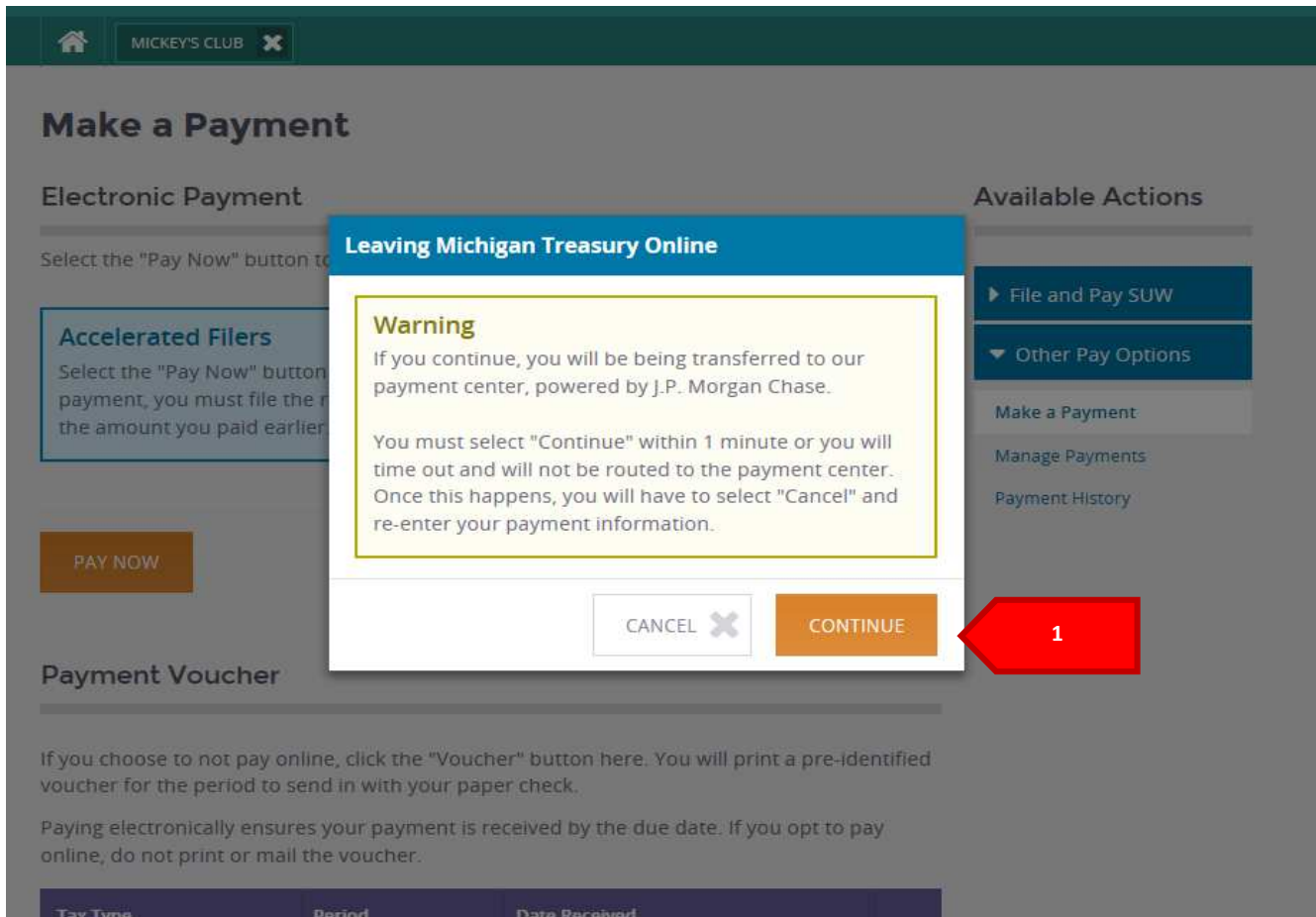
On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view payment history. The menu options will also be available on the left side of the page after you have selected Manage Accounts, Pending Payments or Payment History.

## Manage Payments:

Manage Payments routes the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and to view EFT payment history.

## Add, Edit, and Delete eCheck Account:

1. Select the “Manage Payments” link under the Other Payment Options menu then select “Continue” on the Leaving Michigan Treasury Online warning box.



2. You have now been routed to the pay site main menu. Select “Manage Accounts” to add, edit or delete accounts.





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**Main Menu**

2

Manage Accounts

Add, Edit and Delete your accounts.

Pending Payments

View, Edit and Delete your pending payments.

Payment History

View your payment history.

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3. Select "Add eCheck" Account.



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**Account List**

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
------------------	----------------	--------------	----------------

Add eCheck Account

3

Add Credit/Debit Card

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4. Enter the eCheck account routing number, the eCheck account number, select the type of account and select "Submit."



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**Add New eCheck Account**

Bold fields with \* are required.

**eCHECK ACCOUNT INFORMATION**

Bank Routing Number\*: 02111

Bank Account Number\*: 12345

Re-enter Bank Account Number\*: 12345

Bank Account Nickname: Checking #1

Bank Account Type\*: ☒ Checking ☐ Savings

Bank Account Category\*: ☐ Consumer ☒ Business

4

Submit

Cancel

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5. The new eCheck account has been saved under “Manage Accounts.” A user can also edit or delete this eCheck account. To edit the account, select the radio button next to the eCheck account and select “Edit Account.”

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Transactions will NOT be processed.

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**Account List**

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
<input checked="" type="radio"/> Checking #1	eCheck	Checking	XXXXXXXXXXXX6789

**5** [Edit Account](#) [Delete Account](#)

[Add eCheck Account](#)

[Add Credit/Debit Card](#)

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6. Update the eCheck routing number and/or the eCheck account number as applicable and select “Submit.”

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**Edit eCheck Account**

**Bold fields with \* are required.**

**eCHECK ACCOUNT INFORMATION**

Bank Routing Number\*: 02111

☐ Use Current Bank Account Number  
XXXXXXXXXXXX6789

☒ Use New Bank Account Number Entered Below

Bank Account Number\*: 9876

Re-enter Bank Account Number\*: 9876

Bank Account Nickname: Checking #1

Bank Account Type\*: ☒ Checking ☐ Savings

Bank Account Category\*: ☐ Consumer ☒ Business

**6** [Submit](#) [Cancel](#)

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7. To delete the eCheck account, select the radio button next to the account and then select “Delete Account.”

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Transactions will NOT be processed.

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**Account List**

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
<input checked="" type="radio"/> Checking #1	eCheck	Checking	XXXXXXXXXXXX4321

[Edit Account](#) [Delete Account](#)

[Add eCheck Account](#)

[Add Credit/Debit Card](#)

**7**

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8. Select "Delete Account."

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**Delete eCheck Account**

**eCHECK ACCOUNT INFORMATION**

Bank Account Nickname : **Checking #1**  
Bank Routing Number: **02111**  
Bank Account Number: **XXXXXXXXXXXX4321**  
Bank Account Type: **Checking**  
Bank Account Category: **Business**

**8** **Delete Account** **Cancel**

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The eCheck account has now been removed and is no longer displayed under "Manage Accounts."

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Transactions will NOT be processed.

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**Account List**

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
------------------	----------------	--------------	----------------

**Add eCheck Account**  
**Add Credit/Debit Card**

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### Add, Edit and Delete Credit/Debit Card

1. Select "Add Credit/Debit Card"

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Transactions will NOT be processed.

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**Account List**

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
------------------	----------------	--------------	----------------

**Add eCheck Account**  
**1** **Add Credit/Debit Card**

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2. Enter the Debit/Credit card number, required card information, and address associated with the card and select "Submit."

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**Manage Accounts**  
Pending Payments  
Payment History

**CHASE**

**Add New Credit/Debit Card Account**

Bold fields with \* are required.

**CARD ACCOUNT INFORMATION**

Card Number\*: 4111  
Card Type\*: Visa  
Cardholder Name\*: Joe Smith  
Expiration Date\*: 12 / 2016  
Card Account Nickname:

**CARD BILLING ADDRESS**

☒ Use Profile Address as Billing Address  
123 ANY STREET  
MASON, MI 48854-0000  
United States

☐ Use New Billing Address Entered Below

Country\*: United States  
Address 1\*: 123 ANY STREET  
Address 2:  
City\*: MASON  
State\*: Michigan  
Zip Code\*: 48854 - 0000

**2**

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3. The new Credit/Debit card has been saved under "Manage Accounts." A user can also edit or delete this Credit/Debit card account. To edit the account, select the radio button next to the Credit/Debit account and select "Edit Account."

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Transactions will NOT be processed.

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**Manage Accounts**  
Pending Payments  
Payment History

**CHASE**

**Account List**

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
<input checked="" type="radio"/> Visa	Credit/Debit Card	Visa	XXXXXXXXXXXX1111

**3**

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- Update the Credit/Debit card account number and/or the address associated with the Credit/Debit card as applicable and select "Submit."

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**Manage Accounts**  
Pending Payments  
Payment History

**CHASE**

### Edit Credit/Debit Card Account

**Bold fields with \* are required.**

#### CARD ACCOUNT INFORMATION

☒ Use Current Card Number  
XXXXXXXXXXXXXXXX1111

☐ Use Card Number Entered Below

Card Type\*:

Cardholder Name\*:

Expiration Date\*:  /

Card Account Nickname:

#### CARD BILLING ADDRESS

☐ Use Profile Address as Billing Address  
123 ANY STREET  
MASON, MI 48854-0000  
United States

☒ Use New Billing Address Entered Below

Country\*:

Address 1\*:

Address 2:

City\*:

State\*:

Zip Code\*:  -

**4**

- The updated Credit/Debit card information has been saved under "Manage Accounts." To delete the Credit/Debit card, select the radio button next to the Credit/Debit card and then select Delete Account.

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**Manage Accounts**  
Pending Payments  
Payment History

**CHASE**

### Account List

**Payment Account List**

Account Nickname	Payment Method	Account Type	Account Number
<input checked="" type="radio"/> Visa	Credit/Debit Card	Visa	XXXXXXXXXXXXXXXX1111

**5**

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6. Select “Delete Account.”

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Manage Accounts

Pending Payments

Payment History

CHASE

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Transactions will NOT be processed.

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**Delete Credit/Debit Card Account**

**CARD ACCOUNT INFORMATION**

Card Account Nickname : Visa  
Card Number : XXXXXXXXXXXXXXX1111  
Card Type : Visa  
Cardholder Name : Joe Smith  
Expiration Date : Dec-2016

**CARD BILLING ADDRESS**

Address 1 : 123 ANY STREET  
Address 2 :  
City : MASON  
State : MI  
Zip Code : 48854-0000  
Country : United States

6

Delete Account

Cancel

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The Credit/Debit card account has now been removed and is no longer displayed under “Manage Accounts.”

Michigan  
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Manage Accounts

Pending Payments

Payment History

CHASE

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Transactions will NOT be processed.

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**Account List**

Payment Account List

Account Nickname	Payment Method	Account Type	Account Number
<div>Add eCheck Account</div> <div>Add Credit/Debit Card</div>			

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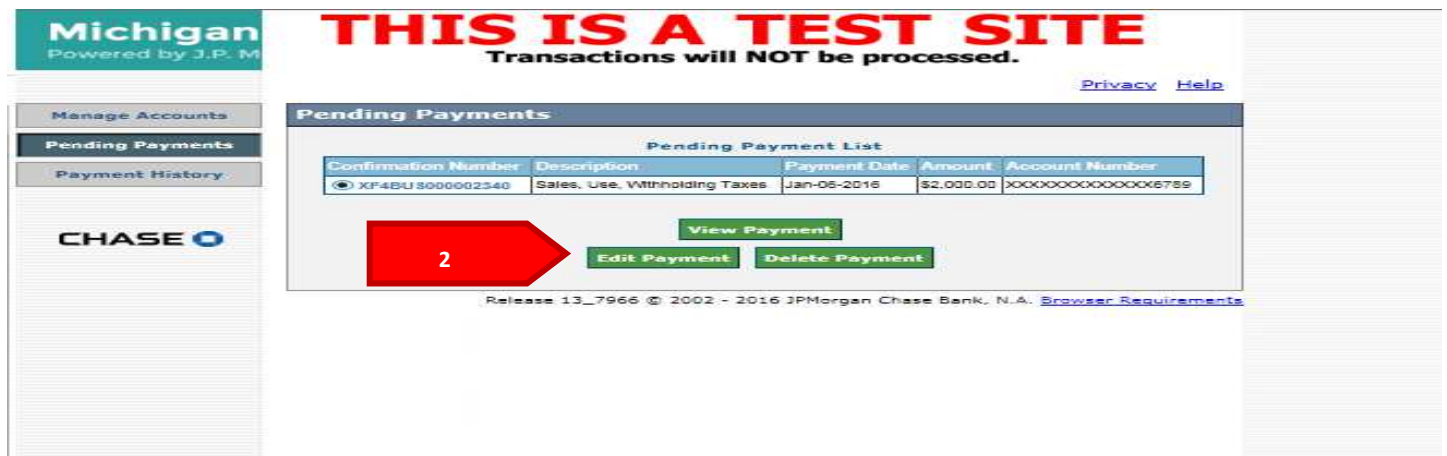


## View and Edit Pending Payments

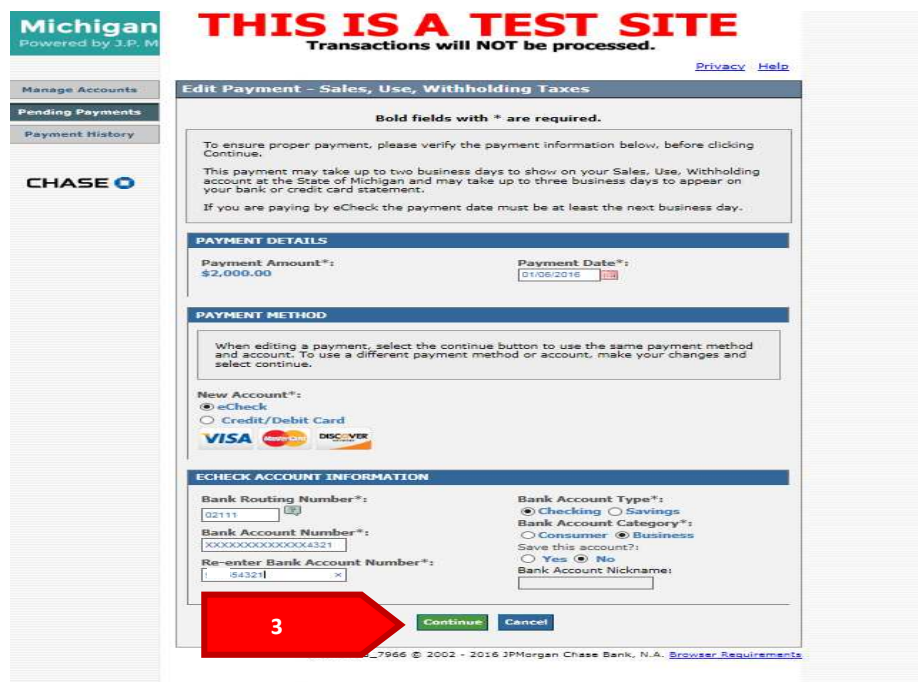
1. To view pending payments, select "Pending Payments" within the pay site.



2. Any pending payments will be displayed. A user has the ability to edit and/or delete any payment listed under pending payments. To edit a payment that is pending, select the radio button next to the payment and then select "Edit Payment."



3. Edit the applicable payment information and select "Continue."





4. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the “I accept the Terms and Conditions” checkbox and “Confirm.”

**Michigan**  
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Transactions will NOT be processed.

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Manage Accounts  
Pending Payments  
Payment History

**CHASE**

**Verify Payment - Sales, Use, Withholding Taxes**

**Bold fields with \* are required.**

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

**Your Payment Detail**  
Payment Amount: \$2,000.00  
Scheduled Payment Date: Jan-06-2016  
Amount Due: \$2,000.00

**Your Account Detail**  
Bank Routing Number: 0211  
Bank Account Number: XXXXXXXXXXXXX4321  
Bank Account Type: Checking  
Bank Account Category: Business

E-mail Address\*: j1234blu@yahoo.com

Send me an email confirmation: ☒

Enter Last four digits of the FEIN or TR Number\*: \*\*\*\*

**Terms And Conditions**

**PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION**  
By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.  
In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

**PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS**

I accept the Terms and Conditions\*: ☒

**4** **Confirm** **Cancel**

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5. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click “Continue to the Main Menu.”

**Michigan**  
Powered by J.P. Morgan Chase

**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Manage Accounts  
Pending Payments  
Payment History

**CHASE**

**Payment Confirmation - Sales, Use, Withholding Taxes**

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.  
To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: XF48U5000002341  
Confirmation Date (ET): Jan-05-2016 11:07:36 AM

**Your Payment Detail**  
Payment Amount: \$2,000.00  
Scheduled Payment Date: Jan-06-2016  
Amount Due: \$2,000.00

**Your Account Detail**  
Bank Routing Number: 0211  
Bank Account Number: XXXXXXXXXXXXX4321  
Bank Account Type: Checking  
Bank Account Category: Business

E-mail Address \*: j1234blu@yahoo.com

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

**5** **Continue to Main Menu**

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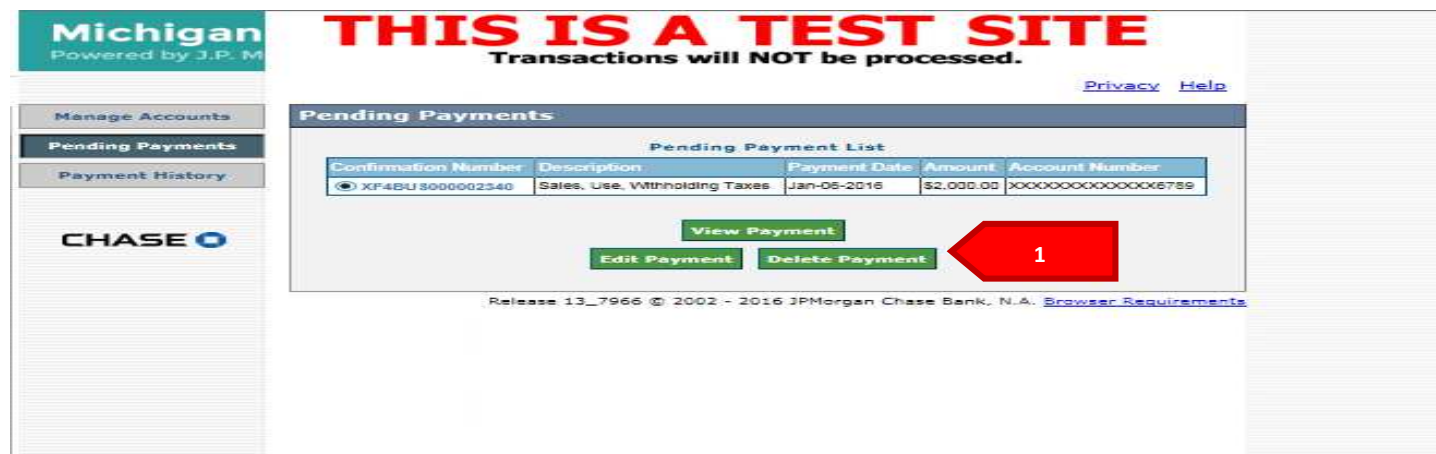
Select the printer button to print a copy of this page

6. You have now been routed back to the pay site main menu.

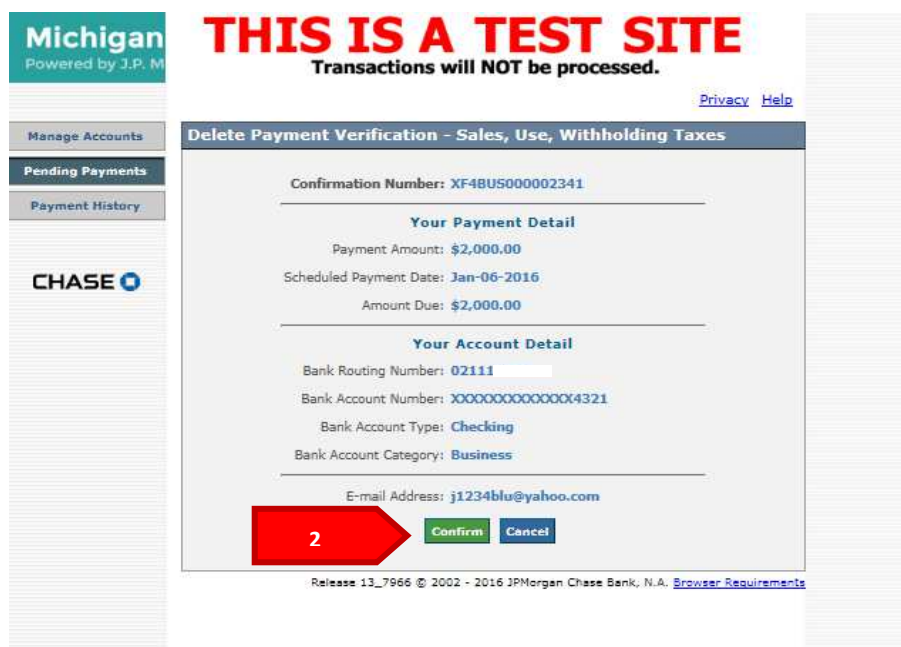


## Delete Pending Payments

1. To delete a payment that is pending, select the radio button next to the payment and then select "Delete Payment."



2. Select "Confirm."



### 3. Select "Ok."

You will receive a confirmation number indicating your payment has been deleted. A copy of the confirmation number will be emailed to the email listed under your user profile. Select "Confirm."

**Michigan**  
Powered by J.P. M

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Transactions will NOT be processed.

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**Delete Payment Confirmation - Sales, Use, Withholding Taxes**

Cancellation Confirmation Number: XF48US000002342  
Confirmation Number: XF48US000002341

**Your Payment Detail**

Payment Amount: \$2,000.00  
Scheduled Payment Date: Jan-06-2016  
Amount Due: \$2,000.00  
Status: CANCELED

**Your Account Detail**

Bank Routing Number: 0211  
Bank Account Number: XXXXXXXXXXXXX4321  
Bank Account Type: Checking  
Bank Account Category: Business

E-mail Address: j1234blu@yahoo.com

**3**

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## View Payment History

1. To view payment history, select "Payment History" on the main menu.

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Transactions will NOT be processed.

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**Main Menu**

Add, Edit and Delete your accounts.

View, Edit and Delete your pending payments.

View your payment history.

**1**

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A list of payments made including payments that have been cancelled will be displayed.

**Michigan**  
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**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

**Payment History**

Historical Payment List

Confirmation Number	Description	Payment Date	Amount	Account Number	Status
XF48US000002341	Sales, Use, Withholding Taxes	Jan-06-2016	\$2,000.00	XXXXXXXXXXXX4321	CANCELED
XF48US000002339	Sales, Use, Withholding Taxes	Jan-05-2016	\$7,360.00	XXXXXXXXXXXX6789	SENT
XF48US000002063	Sales, Use, Withholding Taxes	Dec-21-2015	\$871.00	XXXXXXXXXXXX9999	SENT
XF48US000002014	Sales, Use, Withholding Taxes	Dec-21-2015	\$15,655.00	XXXXXXXXXXXX2222	SENT
XF48US000002070	Sales, Use, Withholding Taxes	Dec-21-2015	\$871.00	XXXXXXXXXXXX3333	SENT

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To return to MTO, close the pay site by selecting the "X" at the top of the page.



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).